



COMMONWEALTH of VIRGINIA

Department of Medical Assistance Services

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NPI FINAL NOTICE

Dear Virginia Medicaid Provider:

The Department of Medical Assistance Services (DMAS) is sending this final notice to providers who have not returned their National Provider Identifier (NPI) Re-enrollment Packets. Most providers have responded, and are already using their NPI on all transactions. However, after sending several requests for your NPI over the past 18 months, we still have not received a completed response from you.

Beginning May 23, 2008, providers that have not completed their NPI re-enrollment process will no longer be able to conduct business transactions with DMAS. Business transactions will include claims, prior authorizations and eligibility verifications.

We need you to respond now:

1. **Get your NPI now!** You must obtain your NPI from the National Plan and Provider Enumeration System (NPPES). The web address is <https://nppes.cms.hhs.gov>.
2. **Notify DMAS of the NPI that you obtained from NPPES.** You must complete the Virginia Medicaid NPI Re-Enrollment Packet, or NPI Group Practice Enrollment Packet that was mailed to you. Please note: To avoid disruption in cash flow or your participation with Virginia Medicaid, DMAS will need to receive your NPI packet at least 15 business days prior to the compliance date of May 23, 2008.
3. **Send your completed NPI Re-Enrollment Packet** to the First Health Provider Enrollment Unit (PEU) at the following address or fax number:

First Health Services Corporation

Provider Enrollment Unit

PO Box 26803

Richmond, VA 23261-6803

804-270-7027 (Fax)

If you need assistance or a replacement NPI Re-Enrollment packet, don't wait. Call the Provider Enrollment Unit today at 1-888-829-5373.

***You MUST have an NPI and share it with us to continue participation with
Virginia Medicaid after May 23, 2008!***